

TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION
Project Manager Senior

Job Summary: Reports to the Director of the Project Management Office (PMO) supporting the Department of Health. The TN Department of Health (TDH) protects, promotes and improves the health and prosperity of citizens in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

Roles and Responsibilities:

- Responsible for effective project kickoff, identification of all project stakeholders, defining and clarifying project roles and responsibilities, producing a communication plan and publishing the implementation plan. Works with all stakeholders to identify and confirm resource availability throughout the project lifecycle.
- Schedules steering committee meetings and documents the meetings. Conducts regular project reviews and accurately communicates the status of projects in both formal and informal settings throughout project lifecycle.
- Uses Microsoft Project to build detailed, effort-driven project schedules. Detailed tasks include developing/managing/maintaining comprehensive, accurate project plans and schedules, as well as performing estimation, forecasting, planning, analysis, issue/risk/change management, escalation management and meeting facilitation.
- Builds and maintains relationships with Department of Health Leadership/project sponsors, channel leads, product owners, technical team leads, technical and non-technical teams.

Minimum Qualifications:

- Graduation from an accredited college or university or an Associate's degree and six years of professional level experience in project management of medium to large projects (Enterprise), preferably in healthcare or information systems-oriented environments. Included in the six years of experience should be at least one year of current experience independently leading a project team from the beginning of the project to completion.
- Advanced level of knowledge of project management best practices and methodologies is required (e.g., PMI PMBOK).

The ideal candidate would have the following in addition to the minimum qualifications:

- A current Project Management Professional (PMP) certification or other IT industry certifications (PMI-ACP, PSM I, PMI).
- Strong understanding of computer technologies.
- Ability to anticipate, identify and overcome the technical risks involved with software product development.
- Strong interpersonal skills.
- Strong leadership and communication skills.
- Agile/Scrum project experience.
- Strong understanding of SharePoint 2013.

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to EIT.Resumes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.